

EXHIBIT 12



STATE OF NEW YORK

DEPARTMENT OF CORRECTIONAL SERVICES

THE HARRIMAN STATE CAMPUS

1220 WASHINGTON AVENUE

ALBANY, N.Y. 12226-2050

BRIAN S. FISCHER
ACTING COMMISSIONERDEPUTY COMMISSIONER
ADMINISTRATIVE SERVICES

Memorandum

TO: ALL INST. STEWARDS

FROM: Stewart R. Kidder, Director of Support Operations *AKS*

DATE: March 7, 2007

RE: Vending Machines

Please respond to the following regarding vending machine services provided at your facility. Responses are required by c.o.b. March 16, 2007.

- 1) Current contract vendor, contract number, expiration date, and remaining extensions.
- 2) Are there any vending machines operating in your facility which are not covered by the above contract? If yes, please list details.
- 3) Who handles can return; your facility or the contract vendor? do you have a policy/procedure written in your contract?
- 4) Do you have any issues with payment of commission, space rental or can deposits?
- 5) Do you have any other issues or concerns regarding your current contract?

Thank you for your prompt response. As a reminder, if your contract is due to expire soon, you may obtain a current boiler plate from Nan Ferri via Lotus Notes. If you have any questions, please contact Nan Ferri at (518) 436-7886 ext. 3015.

cc: Nan Ferri

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